



## Job Opportunity at the Embassy of Japan: Paper Selection Committee Member

The Embassy of Japan is hiring for the position of JET Programme Paper Selection Committee Member. This is a full-time two-month contract at the **Embassy of Japan in Ottawa**. The successful candidate will play an important role in the processing and evaluation of applications from across Canada for the JET Programme, a long-running international programme run by the government of Japan.

**The role:**

- Working with a team to review and evaluate high-volume candidate applications from across Canada for the 2020-2021 JET Programme
- Reading and evaluating essays and reference letters, filing documents
- Using a computer to enter and retrieve candidate information

**Location:**

The Embassy of Japan in Ottawa (255 Sussex Drive)\*

\*In-Office (Embassy of Japan) and Tele-Work days implemented due to COVID-19 protocols

**Length of Contract:**

Early/Mid-December, 2020 to approx. mid-February, 2021

**Hours:**

9am-5pm, Monday to Friday

**Pay:**

Remuneration will be disclosed to successful candidates

**Qualifications:**

- Canadian citizen or permanent resident
- Strong command of English (French and/or Japanese is an asset)
- Attention to detail
- Able to read and evaluate high-volume letters and essays
- Experience in administrative duties
- Able to work as part of a team
- Understanding of the working culture in Japan
- Knowledge of the JET Programme is a strong asset

**How to Apply:**

Email your resume with a brief cover letter in English by **November 24th, 2020** to: [infocul@ot.mofa.go.jp](mailto:infocul@ot.mofa.go.jp).

We thank all candidates for their interest. However, only those candidates whose skills and experiences best match the requirements of the position will be contacted.